

# **Disability Network Southwest Michigan**

## **POSITION DESCRIPTION**

### **Position Title**

Nursing Facility Transition Specialist

### **Position Supervisor**

Nursing Facility Transition Specialist Team Leader

### **Position General Summary**

This position provides direct service to Medicaid recipients residing in nursing facilities, who desire to live in the community. The Nursing Facility Transition Specialist assesses the needs of customers, creates person-centered plans, assists the customer in their move to the community, and provides follow-up services. The Nursing Facility Transition Specialist also serves as an advocate at both the local and state level, and provides information and referral services in their area of service as requested.

### **Essential Responsibilities and Duties**

- Assess customer needs to determine supports that will be necessary for a successful community living transition
- Create person-centered plans with customers
- Provide information on housing and community-based resources
- Assist customers in their move to the community
- Provide follow-up services to customers who have transitioned
- Outreach to nursing facilities, nursing facility residents and the larger community, to inform them of the availability of transition services and community-based supports.
- Complete transition notices, exception requests, documentation in Compass database, billing reports, and all other documentation required by MDCH
- Collaborate with partner agencies in the various counties to best meet the needs of customers who desire to transition to the community
- Participate in Disability Network Michigan LTC meetings
- Promote self-advocacy in customers
- Maintain customer files and complete all documentation required by DNSWM
- Assist with community presentations and workshops as needed

### **Qualifications**

- Bachelors degree in a health or human service field such as social work, rehabilitation, occupational therapy, nursing, or equivalent experience.
- Understanding and commitment to the Independent Living philosophy and disability issues.
- Understanding of Medicaid, and other funding systems
- Must be able to travel independently
- Motivated and independent worker
- Excellent written and oral communication skills
- Excellent problem solving and organizational skills
- Excellent interpersonal skills
- Knowledge of community resources and disability issues

### **Part Time Position**

**20 hours per week**

The person in this position will be working out of our Kalamazoo office. Interested candidates should send a cover letter and resume to Mona Khaled at [khaledm@dnswm.org](mailto:khaledm@dnswm.org)